



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)
INVITES APPLICATIONS
FOR
EMPANELMENT FOR ARCHITECTS/CONSULTANTS AT NEW DELHI OR
MUMBAI FOR WORKS AT BANK'S PREMISES AT ITS VARIOUS LOCATIONS
INCLUDING, INTER-ALIA, NEW DELHI, MUMBAI, LUCKNOW, ETC.**

LAST DATE OF SUBMISSION OF SEALED TENDER: JULY 02, 2018 UPTO 15:00 HRS

Issued By:-

**The General Manager [APV]
SIDBI, MSME Development Centre
C-11, G-Block, Bandra Kurla Complex
Bandra East, Mumbai-400051
Contact: 67221515 / 67531328**

I. Empanelment Notice for Architects/Consultants at New Delhi or Mumbai for works at Bank's Premises at its various locations including, inter-alia, New Delhi, Mumbai, Lucknow, etc.

- Request for empanelment is invited from reputed Architects/Consultants for their services for various types of Interior Furnishing, Need-based Civil Construction, Renovation and Repair works of Bank's premises at its various locations including, inter-alia, New Delhi, Mumbai, Lucknow, etc.
- The various categories of the Architects/Consultants are detailed as below:-

<u>S.No.</u>	<u>Category</u>	<u>Job Value</u>	<u>Category</u>
1.	Architects /Consultants for Civil Construction/ Interior Furnishing / Renovation and Repair	Upto Rs.30 Lakh	Class A
		Above Rs.30 Lakh to Rs.2 Crore	Class B
		Above Rs.2 Crore to Rs.10 Crore	Class C

II. Broad Scope of Work

- The Consultant/Architect shall perform the work mentioned below specified by the Employer (SIDBI) and render in connection therewith all the professional services covering in particular the following:

A. For Interior Works

- (a) Taking the Employers' instructions, preparing preliminary / sketch designs (including carrying out necessary revisions till the sketch designs are finally approved by the Employer), making approximate item wise estimates of cost and preparing reports (as applicable) on the scheme so as to enable the Employer to take a decision on the sketch designs.
- (b) Submitting the required drawings to the Municipal Corporation and / or any other statutory authority and obtaining its approval, if required.
- (c) Preparing detailed working drawings for interiors / furnishing, electrical, air-conditioning, computer and telephone lines, etc. (in connection with qualified and reputed consultants approved by the Employer in the respective fields, if required). Preparing specifications, detailed estimates of cost or such other particulars as may be necessary for the preparation of bills of quantities.
- (d) Drawing up detailed tender documents for the various trades, viz. interior decoration work, electrical, computer and telephone lines, air-conditioning etc. complete with articles of agreement, special and general conditions of contract, specifications, schedule of quantities, time and progress charts

together with drawings and other materials necessary for preparation of the detailed tender documents.

- (e) Inviting bids for all the trades and submitting assessment reports thereon together with recommendations, preparing contract documents for all the trades and getting them executed by the concerned contractors.
- (f) Preparing landscape and planting drawings, if required.
- (g) Short listing of competent contractors for various trades. Preparing, for the use of Employer, the contractors and project engineer, required sets (4 to 6 nos.) of the contract documents of the various trades including all drawings, specifications or other particulars and such further details and drawings as are necessary for proper execution of the works.
- (h) Assuming full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. that may be engaged from time to time.
- (i) Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment and passing and certifying accounts so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specification and execution and scrutinise the bills before payment.
- (j) Submitting to the Employer, along with the completion certificate, three copies each of the "AS BUILT" layout drawings with full dimensions and details in respect of the interior furnishing work, electrical work, air-conditioning etc. on completion of the work.
- (k) Rendering any other service connected with the said works usually and normally rendered by Consultant/ architects and not referred to in any of the items referred to above.

B. For Repair / Renovation Works:

- a. Inspection and identifying all sources of leakage, seepage in toilets / ducts / walls / slab, etc. and other defects in the flats/ building and suggesting remedial measures. To suggest the repairs / renovation required in the flats and submit report along with measurements and estimates for the proposed works based on CPWD Manuals, Procedures etc. in consultation with the Employer (SIDBI).
- b. Summarization of data and preparing detailed report/documents viz.

- i. Preparation of programs (time schedule), sequence for the whole work on the basis of Employer's requirements & discussions.
- ii. Preparation of drawings as required, specifications and cost estimates
- iii. Preparation of all necessary documents required for the renovation and repairing work at all stages including assisting the Employer for preparation of panel of Contractors by carrying out visits, scrutiny of documents etc.
- iv. Providing consultations for any of the components of the work, if required by the employer, at no additional cost to the employer
Providing consultations for any of the components of the work, if required by the employer, at no additional cost to the employer
- v. The work shall involve various plumbing / sanitary, civil works etc. besides general water supply, painting, plastering, etc. including necessary repairs to electrical installations for the said buildings as instructed by the Employer.
- vi. Preparation of tender documents, contract and working drawings, if required including complete details such as:
 - 1.Proposal (Tender documents and BoQ)
 - 2.Instructions to tenderers
 - 3.Special conditions of contract
 - 4.Comparative statement on receiving the tenders, evaluation report, work order etc.
 5. Execution of agreement between the Employer & contractor etc.
- vii. Assuming full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. to ensure that the work is completed in accordance with the drawings & contract (s).
- viii. Doing all that is necessary for satisfactorily completion of renovation and repairing work in accordance to the drawings, specifications and contracts of the work such as:
 1. Inviting bids and submitting assessment reports thereon together with recommendations, preparing contract documents and getting them executed by the contractor.
 2. Checking and inspection of the samples to be used in said renovation/ repairing works. Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment so as to enable the Employer to make

payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specifications and execution and scrutinise the bills before payment

3. Compliance of all labour and safety regulations and its observance by the contractors employed.
4. Liasoning with local authorities, if any.

III. ELIGIBILITY CRITERIA

1. The Principal Consultant / Architect of the firm / agency should be professionally qualified Consultant / Architect / Engineer having graduate degree B.Arch / B.E Civil / B.Tech(Civil) or Diploma in Architecture /Civil Engg. and registered with the Local Development Authority / Municipal Corporation. Architects should be member of Council of Architect.
2. The Consultant / Architects (Consultants)
 - should be preferably based at New Delhi or Mumbai.
 - shall have minimum experience of 5 years in the field of executing similar works.
 - having executed similar work / empanelled with Govt. Dept., Banks, Financial institutions and Public Sector Undertakings will be preferred.
3. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Repairs / Renovation / Interior works
 - One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore / Rs.10 Crore (as the case maybe for Class A / Class B / Class C respectively) in last 3 years (ending with the last date for receipt of applications) or
 - Two similar nature of works costing atleast 60% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore / Rs.10 Crore (as the case maybe for Class A / Class B / Class C respectively), in last 3 years (ending with the last date for receipt of applications).
4. The Consultant / Architects should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time. SIDBI may inspect the works of the Agency to assess quality and performance.

5. The Consultant / Architects should have in-house arrangement for providing consultancy for specialized works namely plumbing, electrical, air-conditioning, etc or have tie-up with associate consultants for such works.

The Consultant / Architect are required to attach the requisite satisfactory documents as proof towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. SIDBI reserves the right to cross check the information furnished and may obtain confidential report from their previous clients. SIDBI reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

IV. All the intending Architects / Consultants are also requested to note following important provisions.

- a. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.
- b. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
- c. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
- d. Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
- e. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP/RFQ.

V. VALIDITY OF PANEL

The panel of prequalified Architects (Consultants) shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of SIDBI. Consultants / Architects whose performance not found satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

VI. APPLICATION FORM, ETC.

- The applications in the prescribed Format along with all supporting documents like copies of PAN card and latest Income-Tax return filed, list of work completed / in hand with their value during last 5 years, work completion certificates, list of personnel available, details of registration / empanelment with different institutions, etc.
- The applications should reach General Manager, Administration and Premises Vertical, SIDBI, MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra East, Mumbai-400051 on or before July 02, 2018 upto 15.00 Hrs.
- Architects (Consultants) who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be empanelled and financial offers (quotation for professional fee) for the proposed works shall be invited from them. No other advertisement shall be released.
- Interested Architects (Consultants) who satisfy the criteria should apply with complete details in the following format.
 - 1 Format for bio-data/application (Format-III)
 - 2 Format for list of works executed / in hand (Format III A & III B)
 - 3 Format for details of Resources / Infrastructure (Format III C)
 - 4 Format for details of empanelment with other organization (Format III D)

VII. EARNEST MONEY DEPOSIT (EMD)

- EMD of Rs.5000.00 shall be submitted along with the duly filled in application forms. EMD's of qualified agencies/architects will be given back after one month after the scrutiny of the applications and EMD's of disqualified agencies/architects will be given back in one month.

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APPLICATION FORM

1	Name and address of the Firm/ Co., including contact numbers / Mobile / Fax/E-mail,etc	
2	Nature of firm/Co., whether Proprietary/ Company Partnership (furnish full details)	
3	Year of Establishment	
4	Organization profile, infrastructure facilities, etc	
5	Name of Main Architect (Principal) / Engineer with Registration details with Council of Architects/IIA /Local Dev. Authority / Municipal Corporation	
i	Telephone/	
ii	Mobile No:	
iii	Email id.	
6	Name of Partner(s) / Associate(s), if any with their Bio-data	
7	Details PAN No. (Enclose copy of PAN card and latest income tax return filed)	
8	Name & address of the Bankers	
9	Detailed description and value of work done in the past five years and works in hand (to be furnished in Format- A & B)	
10	Details of Resources (manpower, tools and plant) / Infrastructure available (to be furnished in Format-C)	
11	Details of registration/ empanelment with Govt. Agencies/ Banks /Fls /PSUs (to be furnished in in Format – D)	
		Signature
		Name
		Date
<i>Note: Please enclose separate sheets / photographs / documents as required.</i>		

Format-III A

Particulars in respect of similar works executed in the last five years

S. No.	Name of the work executed with addresses	Name and address of the owner / client	Value of work executed in Rs	Date of completion	Stipulated time for completion	Actual time taken for competition	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Format – III B

Particulars in respect of similar works in hand

S. No.	Name of the work with addresses	Name and address of the owner / client	Value of work in `	Date of award	Stipulated time for completion	Present status	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Details of Resources (Manpower, Equipments & Infrastructure)

1. Details of Manpower

S.No.	Category	Qualification	Experience	Remarks
1.	Architects			
2	Engineers			
3	Associates for specialized jobs			
4	Supervisor / Draughtsman/Other Staff			

2. Details of Equipments / Infrastructure:

(please indicate the infrastructure facilities available viz., computers, softwares, plotter, office details, etc.)

3. Any other information.

Details of Empanelment with other Organisation / Department

S. No.	Name and address of institution with contact No	Registered/ empanelled for value of work upto ` and other details	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose letter from the organization where you are empanelled.